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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EA/DDCI	2/26	HK
2	EA/DCI	3/27	WJ
3	DD/S	3/2	VT
4	Director of Security		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

DD/S has previous correspondence for action. (forwarded to D/Sec on 24 Feb 65)

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/ExecDir	6 Feb 65

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Person 116

FORM NO. 237

Use previous editions

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1 - DD/S Subject w/T DD/S 6



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U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

February 25, 1965

Honorable John A. McCone
Director of Central Intelligence
Washington, D. C. 20505

Dear Mr. McCone:

The President has asked me to write you about Mission SAFETY-70 which he initiated in his memorandum of February 16, 1965 to all agencies.

It is expected that each agency will determine its own procedures to accomplish the President's objectives and to formulate the report he requested.

The records compiled annually by the Department of Labor show that most work injuries occur in field offices and installations. Implementation of the President's program thus will require the full participation of all field personnel. The Safety Policy for the Federal Service, which the President has issued, is ideally suited to accompany any instructions sent your field offices. For your ready convenience, the complete text of the White House release on Mission SAFETY-70 is enclosed together with a chart to facilitate plotting your progress.

The Federal Safety Council, acting under Executive Order 10990, will assist in carrying out the program and develop necessary materials. The Chairman of the Council, Mr. Nelson M. Bortz, who is also Director of the Bureau of Labor Standards, will contact your representative on the Council to provide further details of Mission SAFETY-70, and will extend your agency every cooperation.

I want to assure you of my personal interest and deep concern in the success of this undertaking. The goal is reasonable. The attainable gains in terms of employee welfare and greater efficiency and economy are impressive.

Yours sincerely,

W. W. Sullivan
Secretary of Labor

Enclosures

DD/S 65-0832

ER 65-811

THE WHITE HOUSE
Washington

February 16, 1965

**MEMORANDUM FOR THE HEADS
OF EXECUTIVE DEPARTMENTS AND AGENCIES**

The reduction of waste in manpower and materials is one of the principal managerial aims of this Administration. That the savings from such a program be applied to advance needed services is one of the keynotes of the public policy of this Administration.

There is a great opportunity to make a significant reduction in that most senseless kind of waste -- the loss of human lives through accident -- and at the same time save many millions of dollars.

Secretary of Labor W. Willard Wirtz has informed me that in 1963, the latest data available, there were 190 deaths and 41,905 disabling injuries among Federal workers, at a cost to the Government of \$37,600,000.

In just the last seven years:

- . More than 1,200 Federal workers died from job injuries.
- . Nearly 300,000 sustained disabling injuries.
- . Over 18.5 million man-days of potential production were lost.
- . Costs to the Federal Government amounted to \$1-1/4 billion.

Nearly all of these deaths and injuries can be prevented.

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I intend to see to it that the Federal Government will do everything in its power to prevent them.

I have initiated today Mission SAFETY-70 -- a new, practical safety effort designed to reduce Federal work injuries and costs, year by year, until a total 30 percent reduction is achieved by 1970.

This will result in the saving of approximately 200 lives.

It will prevent nearly 45,000 disabling work injuries.

It will save the Federal Government nearly \$250 million in costs.

Savings such as these, once made, extend over many years.

I am forwarding with this memorandum a copy of the Safety Policy for the Federal Service. In accordance with this Policy, I am asking you to review realistically and revise where necessary the safety program of your Department or agency and report to me within 90 days the results of your review.

I am also requesting the Secretary of Labor to advise me periodically, pursuant to his responsibilities under law and Executive Order 10990, of the progress achieved.

The cost of this effort in interest, energy and time is small indeed when compared to the great benefits that can be gained. I am looking forward to prompt and continued progress in reducing this needless waste of lives and materials.



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12 AUG 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Accident Statistics

*Noted by LKW
24 Aug 64*

1. This memorandum is for information only.

2. Transmitted herewith is the Accident Statistics

Report for the CIA Headquarters Area for the year 1963,
together with an analysis of these accident statistics by
operating components.

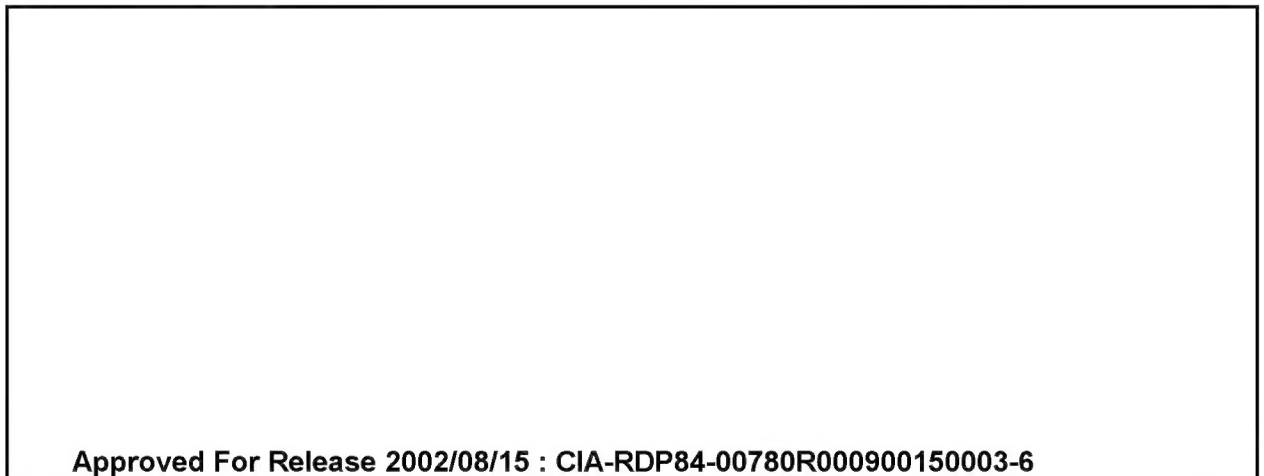


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Howard J. Osborn
Director of Security

Attachment:
As Stated

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ACCIDENT STATISTICS FOR CIA HEADQUARTERS AREA
1963

First Aid Accidents	378
Lost Time Accidents	<u>56</u>
Total Accidents	434
Days Lost (or charged) Due to Accidents	479

FREQUENCY AND SEVERITY STATISTICS

	HQ <u>1963</u>	HQ <u>1962</u>	OTHER AGENCIES <u>1962</u>
DISABLING INJURY FREQUENCY RATE	2.8	3.3	8.03

Formula:

$$\frac{\text{Number of Disabling Accidents} \times 1,000,000}{\text{Number of Man Hours Worked (estimated)}}$$

DISABLING INJURY SEVERITY RATE	24.1	46.1	539.0
--------------------------------	------	------	-------

Formula:

$$\frac{\text{Days Time Lost by Accidents} \times 1,000,000}{\text{Number of Man Hours Worked (estimated)}}$$

<u>First Aid Accidents</u>		<u>Time Lost (or charged) Due to Accidents</u>	
<u>Type</u>	<u>% of Accidents</u>	<u>Type</u>	<u>% of Time Lost</u>
Burns	1.9	Burns	0.6
Careless handling of safe files and office equipment	22.5	Careless handling of safe files and office equipment	4.0
Cuts and abrasions due to minor cutting accidents	15.3	Cuts and abrasions due to minor cutting accidents	1.9
Electrical	0	Electrical	1.3
Slips and falls	18.5	Slips and falls	23.0
Falling and flying objects	8.7	Falling and flying objects	1.5
Industrial	13.2	Industrial	24.2
Lifting	7.2	Lifting	40.1
Miscellaneous	4.2	Miscellaneous	0
Motor Vehicle (collision)	1.3	Motor Vehicle (collision)	0
Motor Vehicle (non-collision)	0.5	Motor Vehicle (non-collision)	0
Training	6.6	Training	0
Dermatitis	0	Dermatitis	3.5

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OFFICE ANALYSIS OF ACCIDENT STATISTICS
1963

OFFICE	First Aid Accidents	% of First Aid Accidents	Lost Time Accidents	Days Time Charged	% of Time Charged
DCI					
O/DCI	3	0.8	1	16	3.3
OGC	0	0	0	0	0
OIG	2	0.5	0	0	0
Sub Total	5	1.3	1	16	3.3
DD/S					
O/DDS	2	0.5	0	0	0
OL	107	28.3	16	216	45.1
OC	14	3.7	2	41	8.6
OS	14	3.7	2	4	0.8
OP	9	2.4	0	0	0
OTR	30	7.9	1	2	0.4
MS	3	0.8	0	0	0
OF	8	2.1	0	0	0
Sub Total	187	49.5	21	263	54.9
DD/I					
O/DDI	0	0	0	0	0
OBI	4	1.1	0	0	0
OCR	31	8.2	13	102	21.3
OCI	10	2.6	1	6	1.3
ONE	0	0	0	0	0
OO	4	1.1	2	2	0.4
ORR	18	4.8	1	2	0.4
NPIC	17	4.5	5	8	1.7
Sub Total	84	22.2	22	120	25.1
DD/S&T					
O/DDS&T	2	0.5	0	0	0
OSI	5	1.3	0	0	0
ORD	0	0	0	0	0
OSA	5	1.3	0	0	0
OEL	0	0	0	0	0
OCS	1	0.3	0	0	0
Sub Total	13	3.4	0	0	0
DD/P					
O/DDP	0	0	0	0	0
AF	1	0.3	0	0	0
SR	2	0.5	0	0	0
TSD	12	3.2	1	1	0.2

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FI	8	2.1	0	0	0
NE	2	0.5	0	0	0
CCS	2	0.5	0	0	0
FE	7	1.9	1	21	4.4
CA	3	0.8	2	7	1.5
EE	10	2.6	2	2	0.4
WH	7	1.9	1	16	3.3
RI	21	5.6	5	33	6.9
SAS	4	1.1	0	0	0
DOD	1	0.3	0	0	0
WE	5	1.3	0	0	0
<div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>	4	1.1	0	0	0
CI	0	0	0	0	0
OPS	0	0	0	0	0
Sub Total	89	23.6	12	80	16.7
<hr/>					
TOTAL	378	100.0	56	479	100.0

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ORD	0	0	0	0	0
OSA	5	1.3	0	0	0
OEL	0	0	0	0	0
OCS	1	0.3	0	0	0
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<hr/>					
DD/P					
O/DDP	0	0	0	0	0
AF	1	0.3	0	0	0
SR	2	0.5	0	0	0
TSD	12	3.2	1	1	0.2

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NE	2	0.5	0	0	0
CCS	2	0.5	0	0	0
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CA	3	0.8	2	7	1.5
EE	10	2.6	2	2	0.4
WH	7	1.9	1	16	3.3
RI	21	5.6	5	33	6.9
SAS	4	1.1	0	0	0
DOD	1	0.3	0	0	0
WE	5	1.3	0	0	0
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CI	0	0	0	0	0
OPS	0	0	0	0	0
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TOTAL	378	100.0	56	479	100.0

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15 April 1965

Mr.

After some discussions with representatives of the OS Executive and Safety Staffs, we have been able to include (on pages 5 and 6 of the report) a number of available unclassified statistical indicators which were previously omitted under the general statement that the Agency is exempted from the BEC "chargeback costs".

Since use of the type of report recommended by the Federal Safety Council is voluntary and the format only a guideline, no reference is made to omission of obviously classified figures such as the Agency's budget.

Recommend DDS's initials and signature.

O-DD/S

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